

General Registrar's Office

Mission:

The Registrar's Office is required by the *Code of Virginia* to register, reinstate, transfer, and upgrade voter records for any qualified citizen of Virginia, as well as, delete those citizens who are no longer qualified to vote. The Registrar handles applications from all agencies in Virginia as well as Federal and National forms. The Registrar is also required to handle all absentee voting and candidate filings.

Goals:

- Register to vote all qualified York County residents.
- Continue to comply with Federal and State election laws.
- Provide timely and quality service to citizens, candidates, news media, and elected officials.
- Increase public awareness of voter registration and absentee voting processes.
- Emphasis on appropriate employee training.
- Assist the Electoral Board with their various responsibilities.

Implementation Strategies for FY2005:

- Employ changes in policies and procedures required by the State Board of Elections.
- Implement new changes in programs and regulations mandated by Federal and State laws.
- Develop written internal office procedures and policies.
- Expand website information.
- Employ work-as-required personnel during election season to provide timely responses to State and public requests.

Budget Issues:

- In FY2001, postage increased due to the possible redistricting of the County as a result of the 2000 Federal Census.
- In FY2002, contractual services increased to implement required redistricting responsibilities. Also, there were increases in work-as-required for clerical responsibilities and overtime due to continued increases in responsibilities and volume of applications processed.
- In FY2003, capital outlay funding was provided for a replacement copier. A part-time assistant general registrar-voting machine technician was created by a reduction in funding for work-as-required employees and overtime. This position is responsible for the maintenance and programming of the voting machines.
- For FY2005, funding increase to upgrade a .5 position to .75 for additional time required to review new "Help America Vote Act" voting machines' specifications and capabilities, assess problems of integration into system with old voting machines and program new machines.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
10131 General Registrar's Office						
Personnel Services	110,955	113,598	122,596	133,251	133,251	151,853
Contractual Services	1,587	1,022	1,957	3,600	3,600	3,050
Internal Services	310	665	331	800	800	600
Other Charges	4,039	11,802	4,911	8,000	8,000	7,700
Materials & Supplies	1,482	3,734	1,822	2,500	2,500	2,500
Capital Outlay	-	-	4,782	4,500	4,500	1,900
Activity Total	<u>118,373</u>	<u>130,821</u>	<u>136,399</u>	<u>152,651</u>	<u>152,651</u>	<u>167,603</u>
Percentage Change	10.02%	10.52%	4.26%	11.92%	N/A	9.79%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.50	2.50	2.75
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	-	-	-	-	-	-
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.50</u>	<u>3.50</u>	<u>3.75</u>

